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BPAM 64-0321

Executive

64-3217

11 MAY 1964

MEMORANDUM FOR: Deputy Director (Support)
SUBJECT : Development of a Master Plan at Langley
REFERENCE : Memo dtd 14 April 1964 to ExDir-Compt;
subj: Master Plan for Headquarters Building
Area

1. I appreciate your comments and questions regarding the Headquarters Master Plan. This plan will necessarily have to be flexible. However, in our planning, we should assume an Agency strength stabilized at about [redacted] staff employees. Such elements as Training, Finance, Audit, Personnel, FBID, OBI and the Logistics Headquarters components, to name some of the larger units, should be housed in the Langley area. On the other hand, due both to the nature of the activities and to the size of the investments in the buildings now occupied, it would not be prudent to move such units as [redacted]

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2. My previous memorandum may have created an erroneous impression. I do not have in mind the development of detailed blueprints for the area. Rather, I propose the development of an over-all land use plan which would identify and reserve locations for such possible future construction as a new classroom-and-office building or buildings, the proposed Printing plant and the parking spaces which will be needed when and if the Headquarters population is increased. The use of a competent consulting firm definitely has merit, but the type of preliminary plan I have in mind should not require an extensive period for study.

3. Consideration of land now used by the Bureau of Public Roads should not be excluded. I have no doubt that our nibbling approach has caused some irritation, but I am hopeful that additional land could be made available to meet the needs of an area master plan. In any case, alternative plans should be developed.

25 YEAR RE-REVIEW

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4. As you know, the building of a Printing Services plant was outlined to Mr. Cannon, Chairman of the House Appropriations Committee, on 16 April 1964. We anticipate approval of our Budget for FY 1965 from the House Committee. Therefore, once a suitable location (probably near the power house) has been identified as part of a master plan, we should be able to commence work. The funds will be kept available irrespective of timing.

5. In regard to a parking lot, the number of additional spaces needed remains a mute question. With the completion of a master plan, necessary additional spaces can be given a high priority for subsequent development.

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Lyman B. Kirkpatrick
Executive Director-Comptroller

BPAM/JMClarke/FAE/ncl 5 May 1964

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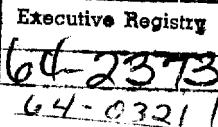
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14 APR 1964

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Master Plan for Headquarters Building Area

REFERENCE : Memo dtd 6 Apr 64 to DD/S fr Ex. Dir.-Compt.,
subj: "Headquarters Building Parking Space"

1. I was very disappointed to receive reference memorandum disapproving the provision of additional parking spaces for our employees which, I believe, will soon be badly needed.

2. It isn't accurate to say that the West Parking Lot was built only a year ago. The need for the West Parking Lot was foreseen before ground was broken for our current building. It was deferred for two reasons. First, we wanted to get a construction contract awarded, and we did not want to hold up the awarding of this contract in order to incorporate this parking lot in our plans and specifications. Second, we were not sure that we had enough money to build this parking lot at that time. The West Parking Lot had been planned for almost as long as the building itself and was completed in the summer of 1962. (You will recall that we only started moving into the building in late 1961 and that our move was not completed until April 1962.)

3. While it is true that the land which we purchased for security reasons could accommodate our proposed printing plant, our preference for a site location is near the power plant on the opposite side of the building. We prefer, however, to defer the decision as to the actual location until we have hired an architect and have had expert outside advice as to the best location. I think that our approach is entirely consistent with your idea of trying to develop in an orderly way, with which I am in accord. I don't think we have done anything or are planning to do anything inconsistent with this concept.

4. In order to develop a master plan, we will first need guidance from the Office of the Director as to the size and composition of the Agency for

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"the next five to ten years." How many people performing what kind of functions will require how much space? Should we plan to accommodate the entire Agency at Langley? If not, how much do we wish to accommodate elsewhere and at what location? *yes.*

5. When we can answer these questions, I would recommend that we hire a competent firm to develop a plan. The development and approval of such a plan will take time and it will cost money. I think that it would be a great mistake for us to delay the provision of additional parking facilities pending the development and approval of this master plan. *ok* *?*

6. Perhaps we have not exhausted the possibility of getting a use permit for more land from the Bureau of Public Roads. However, we know that the Bureau will give up no more unless directed to do so. We had considerable difficulty getting permission to have softball diamonds on their property, and I am sure that they will strongly resist construction of other permanent or semipermanent facilities on their land.

7. I understand also that paragraph 5 of reference memorandum is intended to convey that we should not proceed with the construction of our printing plant until a master plan is developed. I think that this would be a great mistake. There are many advantages to consolidating our printing plant out here: It does not require any new appropriation, and the funds available will some day be lost to us if we do not use them for some such purpose. I am confident that we can locate our printing plant without adversely affecting a long-range plan.

8. I hope that you will give these matters some further consideration, and I would again recommend that we go ahead with the establishment of the printing plant and the development of additional parking facilities. I think that this can be done with care and will not do violence to a master plan.

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L. K. White
Deputy Director
for Support

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Executive Registry
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RDP 1064

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Headquarters Building Parking Spaces

REFERENCE : Memo from DD/S to Acting Director of Central Intelligence, same subject, dated 23 March 1964

1. In the referenced memorandum the DD/S is requesting the Acting Director of Central Intelligence to approve the construction of and to provide funds [redacted]

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[redacted] For a variety of reasons, not the least of which is the current need to achieve maximum economies, I do not concur in the proposal and recommend its disapproval.

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2. Need for Space

The attached request is based on a finding that there is a [redacted] utilization of the general parking spaces, a [redacted] utilization of the reserved spaces, and a need for additional visitor spaces. No poll has been taken and, in fact, it probably is not possible to determine precisely the number of spaces needed now or at some later date. To a considerable extent, the demand appears flexible as a lesser number of spaces may force people into car pools rather than drive their own cars. The saturation point probably will not be reached until there is one space for each employee.

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[redacted] This exceeds both the minimum [redacted] recommended by the House Appropriations Committee staff at the time the building was constructed and the ratio at most other government installations in the Washington area. One space to four employees is often cited as being adequate. Our unique location makes it difficult for employees to use public transportation, however, therefore normal standards are not applicable.

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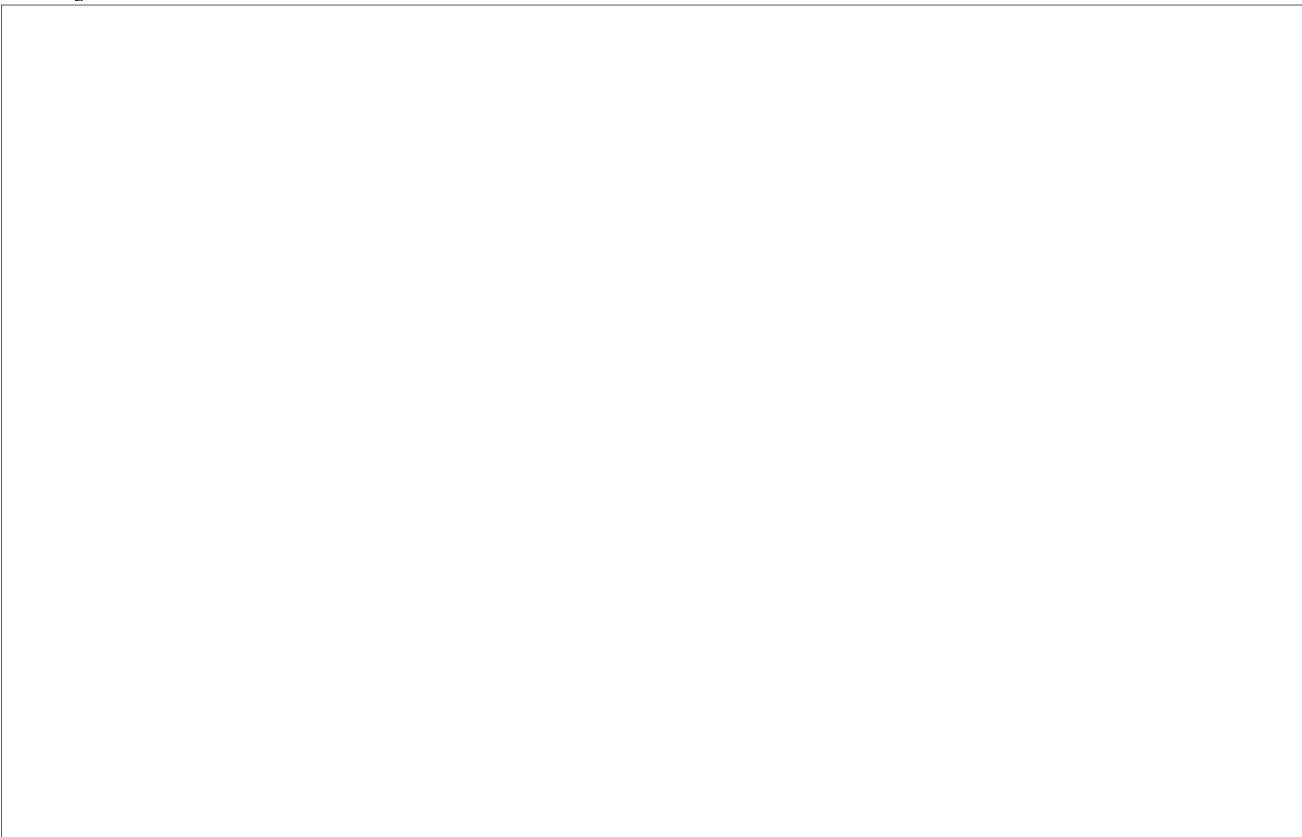
The Office of Logistics has been able to make several hundred spaces available by more effective utilization of roadways and of existing lots. Probably still more spaces could be achieved without the creation of new lots by such devices as the use of small-car lanes or reducing somewhat the number of reserved spaces.

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3. Possible Sites

The Office of Logistics studied two sites noted on the attached map as Site No. 1 and Site No. 2.



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Acquisition of more land near West Parking from the Bureau of Public Roads has also not been given full consideration, largely, it appears, because of some resentment at the working level in BPR toward recent CIA land acquisitions and requests. This possibility, too, should be explored and cost estimates developed.



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4. Timing and Deadlines

The Office of Logistics estimates that letting of a parking contract through GSA will require about 90 days. Normally, 60 days are estimated for surveying and for preparation of plans, and 30 days are required for advertising and awarding the contract. A certification of fund availability is required at the time the request is submitted. DD/S is currently pressing the matter to permit the obligation of FY 1964 funds;

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our feeling is that no emergency exists and that our financial health may be more salubrious next year than it is at present.

5. Possible Funding

The DD/S has advised us informally that [redacted] can be made available from funds originally budgeted by the Office of Communications. If this is true, the same amount can be used to fund OL's present deficit or to provide year-end savings.

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6. Summary and Conclusions

Additional spaces would, no doubt, be filled (Parkinson's law on vehicular expansion), but it cannot be stated that there is an immediate pressing need for additional spaces, particularly until such expedients as small-car lanes, less reserved parking, and increased use of roadways for parking have been exhausted.

The issue of more parking space, in our view, should not be approached in a piecemeal fashion. Rather there is needed a total study of alternative uses of Agency real estate in and around Headquarters. This should include such factors as the proposed printing plant, Headquarters Building expansion, future personnel levels, costs and sources of funds, Congressional and public relations, and aesthetics. Pending its completion, a decision on future parking construction should wait.

If you agree with the above conclusion, we shall prepare a memorandum for your signature to the DD/S conveying these thoughts.

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[redacted]
Acting Director of
Budget, Program Analysis
and Manpower

Attachment

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